

Agenda Item Summary

To: Policy Board
From: Pauline Yoder, Chief Operating Officer
CC: Matt Hart, Executive Director

Meeting Date: October 23, 2024

Subject: Resolution to Enter into Contract with Kozak and Salinas for Government Relations and Lobbying Services

Background:

In late July 2024, CRCOG issued a Request for Qualifications (RFQ) for Government Relations and Lobbying Services. CRCOG has had a long-time relationship with the incumbent firm and no record of a previous competitive process. Consequently, CRCOG staff felt it would be consistent with best practice to run a competitive process. The review panel, consisting of five Policy Board Members and Alternates as well as the Executive Director and Chief Operating Officer, reviewed submissions and conducted in-person interviews on September 27th. As a result of this process, the committee recommends the appointment of Kozak and Salinas.

Benefit to Member Towns/CRCOG:

Kozak and Salinas demonstrated a deep understanding of CRCOG and municipal and regional issues as well as an interest in CRCOG's strategic priorities set out in our Strategic Playbook. The Executive Director and Chief Operating Officer believe that Kozak and Salinas will effectively help CRCOG craft and strategically communicate its legislative agenda to members of the General Assembly and state agencies.

Financial/Operational Impact:

Kozak and Salinas' best and final offer was \$26,000 per year, which is \$2,000 more than the current contract. Overall, the financial impact would be minimal.

Project Schedule:

Kozak and Salinas would begin as soon as an agreement is executed for a three-year term through June of 2027.

Recommendation:

For the reasons stated above, the Executive Director and I recommend that the Board move to Approve the Resolution to Enter into Contract with Kozak and Salinas for Government Relations and Lobbying Services

Attachments:

- Proposed Resolution

**RESOLUTION OF
THE CAPITOL REGION COUNCIL OF GOVERNMENTS
TO ENTER INTO CONTRACT WITH KOZAK AND SALINAS FOR
GOVERNMENT RELATIONS AND LOBBYING SERVICES**

Whereas, the Capitol Region Council of Governments (CRCOG) seeks government relations and lobbying services; and

Whereas, CRCOG conducted a competitive Request for Qualifications process and found Kozak and Salinas to be the best qualified;

Now therefore be it resolved, that the Policy Board of CRCOG authorizes its Executive Director to act on behalf of the CRCOG in executing all appropriate and necessary contractual instruments and amendments with Kozak and Salinas for purposes of government relations and lobbying services.

I certify that the above is a true copy of the Resolution adopted by the CRCOG Policy Board Executive Committee at its meeting on October 23, 2024.

Jason E. Bowsza, Secretary

Capitol Region Council of Governments

_____, 2024